

Jemez Mountain School District #53

Account Purchase Order History Report

Criteria: Account
Mask=?????.????,53413.????,?????.????

Fiscal Year: 2013-2014

Account Num	P.O.	Name Of Vendor	PO Date	PO Status	Budgeted	P.O. Amt	Expenditures	Encumbrance
11000.2300.53413.0000.056000.0000		LEGAL						
BUDGETED AMOUNT.....					60,000.00			
2014055		CUDDY & MCCARTHY, LLP	07/17/13	Closed		54,000.00	19,361.84	0.00
2014095		IRWIN, TODD	08/06/13	Closed		7,000.00	5,325.00	0.00
2014359		ROMERO, JUNE	12/12/13	Closed		514.81	514.81	0.00
Totals:						61,514.81	25,201.65	0.00
Un-Expended Bal:						34,798.35	Budget Balance:	34,798.35
End of Report								
Totals:					60,000.00	61,514.81	25,201.65	0.00

Jemez Mountain School District #53
P.O. BOX 230
GALLINA, NM 87017 0230

School Warrant
Jemez Mountain School
District No. 53
Gallina, NM 87017

Payable Through
WELLS FARGO BANK, N.A.

WARRANT # 010964

11-24/1210

VOID AFTER 1 YEAR FROM DATE
1007

DATE
08/16/2013
CHECK AMOUNT
\$5,325.00

PAY ***Five Thousand Three Hundred Twenty Five and 00/100*** Dollars

TO IRWIN, TODD
THE -
ORDER -
OF -, --

Randy Cordova
Emily Vigil

⑈010964⑈ ⑆121000248⑆ 4123108227⑈

Jemez Mountain School District No. 53
Account Payable
Jemez Mountain School District #53

WARRANT # 010964

GALLINA, NM 87017 0230

13611	IRWIN, TODD	1007	08/16/2013		10964
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount
2014095	LEGAL FEES	5,325.00



TOTAL:

\$5,325.00

Purchase Order

Jemez Mountain School District #56

P.O. BOX 230

GALLINA NM 87002

No. 2014095

NET 30 DAYS

Send 2 Copies of Invoices

P.O.# MUST BE ON ALL DOCUMENTS

Mail Invoices to above address

P.O. IS VOID AFTER 30 DAYS

TAX EXEMPT #01-709702-009

P.O. Date: 08/06/2013

Questions ? Manuel Medrano (575) 638-5419

Ext:

Account:

P.O. Issued To :

Ship To:

IRWIN, TODD

JEMEZ MOUNTAIN SCHOOLS

-

Attn: MANUEL MEDRANO

-

P.O. BOX 230

HWY. 96

GALLINA NM 87017

Contact:

Location: BUSINESS OFFICE

(575) 638-5491

Phone:

Fax:

Project: UNDEFINED

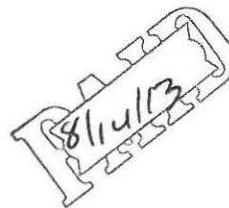
Req# 2014090

Reference:

Date Required: 08/21/2013

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1			LEGAL SERVICES 13/14 SY	11000.2300.53413.0000.056000.0000 LEGAL	7,000.00	7,000.00	0.00	0.00



APPROVAL SIGNATURES:

W. Medrano
W. Medrano

Sub-Total: 7,000.00

Freight: 0.00

Tax: 0.00

Total Amount: 7,000.00

\$5,325.00

NOTES:

TAX EXEMPT #01-709702-009

Order Via:

Fax

FILE COPY

Tuesday, August 06, 2013

Page

1 of 1

Jemez Mountain Schools REQUISITION FORM

C/O DATE STAMP & Initial

Requisition Tracking No. _____

2013-2014

Typed Requisitions Only!!

Site Sect'y Initial _____

SECTION 1

DATE PREPARED BY REQUESTOR: _____

FUND NAME: _____

FUND CODE: 11000

FUNCTION CODE (check one):

☐ 1000 - INSTRUCTION

☐ 2100 - SUPPORT SERVICES STUDENTS
List optional Code: _____

☐ 2200 - SUPPORT SERVICES INSTRUCTION
List optional Code: _____

☒ 2300 - SUPPORT SERVICES General Administration
List optional Code: _____

☐ 2400 - SUPPORT SCHOOL ADMINISTRATION
List optional Code: _____

☐ 2500 - CENTRAL SERVICES (Use Optional Code)
List optional Code: _____

☐ 2600 - OPERATION AND MAINTENANCE OF PLANT
List optional Code: _____

☐ 2700 - STUDENT TRANSPORTATION
List optional Code: _____

☐ 3100 - FOOD SERVICE OR COMMUNITY OPERATIONS
List optional Code: _____

☐ 4000 - CAPITAL OUTLAY (Use Optional Code) _____

SECTION 4

PROGRAM CODE (Check One):

☐ 1010 - Regular Education ☐ 4010 - Bilingual Programs

☐ 1020 - Elementary Fine Arts ☐ 4020 - Alternative and At-Risk Programs

☐ 2000 - Special Programs ☐ 9000 - Co-Curricular and Extra-Curricular Activities

☐ 3000 - Vocational and Technical Programs ☐ 0000 - No Program Code

SECTION 2

SCHOOL OR DEPARTMENT:
Manuel Medrano

REQUESTED BY:
TOO IRWIN
DAN PATTERSON

NAME OF VENDOR: _____

VENDOR CONTACT: _____

VENDOR PHONE NUMBER: _____ **VENDOR FAX NUMBER:** _____

ENTER VENDOR ADDRESS

5 KIVA COURT
SANDIA PARK NM 87047

SECTION 3 (Business Office Use)

OBJECT CODE	LOCATION CODE
53413	

SECTION 5

EXTRA CURRICULAR

CLASS: _____

ACTIVITY: _____

ATTACH ADDITIONAL INFORMATION OR WRITTEN ESTIMATES, AS NECESSARY

SECTION 6

Quantity	Order Number	Description of Item (Be Specific in Name, Model No, etc)	Unit Price	Total Price
1		LEGAL SERVICES		\$7,000.00
NOTE: Shipping & Handling <u>or</u> NO Shipping Charges (Required!!)				

PAGE SUBTOTAL

TOTAL ORDER \$7,000.00

SECTION 7

SHIP TO INFORMATION --> _____

EXPLANATION OF PURCHASE (Explain in detail the program associated with this expenditure and its purpose):

Requestor Signature _____ **DATE** _____

Principal/Supervisor _____ **DATE** _____

Business Manager *Jodie Mares* **8/1/13**
DATE

Superintendent *[Signature]* **8/5/13**
DATE

THE IRWIN LAW FIRM
PO BOX 3709
ENGLEWOOD, CO 80155
(303) 413-8000

Jemez Mountain Public Schools
Attn: Dr. Manuel Medrano
P.O. Box 230
Gallina, NM 87017

JULY 26, 2013
CLIENT CODE: 1732

CONSOLIDATED SUMMARY OF ACCOUNTS

PREVIOUS BALANCE DUE \$ 0.00

TOTAL PAYMENTS AND CREDITS \$ 0.00

UNPAID BALANCE DUE \$ 0.00

NEW CHARGES PER ATTACHED STATEMENTS

<u>Matter</u>	<u>Balance Forward</u>	<u>Payments & Credits</u>	<u>Total New Charges</u>	<u>Balance Due</u>
C- [REDACTED] - H-1B New Employer	0.00	0.00	1,775.00	1,775.00 ✓
D- [REDACTED] - H-1B & H-4	0.00	0.00	1,775.00	1,775.00 ✓
E- [REDACTED] - H-1B New Employer	0.00	0.00	1,775.00	1,775.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>5,325.00</u>	<u>5,325.00</u>

LEGAL FEES (per the attached itemization): \$ 2,850.00

DISBURSEMENTS (per the attached itemization): \$ 2,475.00

Balance (current bill) \$ 5,325.00

TOTAL BALANCE DUE \$ 5,325.00

RECEIVED

AUG 1 2 2013

OFFICE OF SUPERINTENDENT
JEMEZ MOUNTAIN SCHOOLS

YOUR PROMPT PAYMENT IS APPRECIATED - THANK YOU

pay Leonida Aronson

THE IRWIN LAW FIRM
PO BOX 3709
ENGLEWOOD, CO 80155
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS
ATTN: DR. MANUEL MEDRANO
P.O. BOX 230
GALLINA, NM 87017

JULY 26, 2013
CLIENT CODE: 1732.C

MATTER: [REDACTED] - H-1B NEW EMPLOYER

PROFESSIONAL SERVICES

<u>ATTY</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
July 26, 2013				
TI	For legal representation			950.00
TOTAL PROFESSIONAL SERVICES				<u>\$ 950.00</u>

COSTS AND DISBURSEMENTS

<u>DATE</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
07/26/13	Filing fees	825.00	
TOTAL COSTS AND DISBURSEMENTS			<u>\$ 825.00</u>

TOTAL NEW CHARGES \$ 1,775.00

TOTAL AMOUNT DUE \$ 1,775.00

AGED BALANCE	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL
FEES	950.00	0.00	0.00	0.00	950.00
COSTS	<u>825.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>825.00</u>
TOTAL	1775.00	0.00	0.00	0.00	1775.00

THE IRWIN LAW FIRM
PO BOX 3709
ENGLEWOOD, CO 80155
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS
ATTN: DR. MANUEL MEDRANO
P.O. BOX 230
GALLINA, NM 87017

JULY 26, 2013
CLIENT CODE: 1732.D

MATTER: [REDACTED] - H-1B & H-4
NEW EMPLOYER

PROFESSIONAL SERVICES

<u>ATTY</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
July 26, 2013				
TI	For legal representation			950.00
TOTAL PROFESSIONAL SERVICES				<u>\$ 950.00</u>

COSTS AND DISBURSEMENTS

<u>DATE</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
07/26/13	Filing fees	825.00	
TOTAL COSTS AND DISBURSEMENTS			<u>\$ 825.00</u>

TOTAL NEW CHARGES \$ 1,775.00

TOTAL AMOUNT DUE \$ 1,775.00

AGED BALANCE	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL
FEES	950.00	0.00	0.00	0.00	950.00
COSTS	<u>825.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>825.00</u>
TOTAL	1775.00	0.00	0.00	0.00	1775.00

YOUR PROMPT PAYMENT IS APPRECIATED - THANK YOU

PAYMENTS ARE DUE BY THE 20TH OF THE MONTH. PAYMENTS RECEIVED AFTER THE 20TH WILL BE CREDITED IN NEXT CYCLE.

THE IRWIN LAW FIRM
PO BOX 3709
ENGLEWOOD, CO 80155
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS
ATTN: DR. MANUEL MEDRANO
P.O. BOX 230
GALLINA, NM 87017

JULY 26, 2013
CLIENT CODE: 1732.E

MATTER: [REDACTED] - H-1B NEW EMPLOYER

PROFESSIONAL SERVICES

<u>ATTY</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
July 26, 2013				
TI	For legal representation			950.00
TOTAL PROFESSIONAL SERVICES				\$ 950.00

COSTS AND DISBURSEMENTS

<u>DATE</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
07/26/13	Filing fees	825.00	
TOTAL COSTS AND DISBURSEMENTS			\$ 825.00

TOTAL NEW CHARGES \$ 1,775.00

TOTAL AMOUNT DUE \$ 1,775.00

AGED BALANCE	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL
FEES	950.00	0.00	0.00	0.00	950.00
COSTS	825.00	0.00	0.00	0.00	825.00
TOTAL	1775.00	0.00	0.00	0.00	1775.00

THE IRWIN LAW FIRM
PO BOX 3709
ENGLEWOOD, CO 80155
(303) 413-8000

Jemez Mountain Public Schools
Attn: Dr. Manuel Medrano
P.O. Box 230
Gallina, NM 87017

AUGUST 26, 2013
CLIENT CODE: 1732

CONSOLIDATED SUMMARY OF ACCOUNTS

PREVIOUS BALANCE DUE \$ 5,325.00

TOTAL PAYMENTS AND CREDITS \$ 5,325.00

UNPAID BALANCE DUE \$ 0.00

NEW CHARGES PER ATTACHED STATEMENTS

<u>Matter</u>	<u>Balance Forward</u>	<u>Payments & Credits</u>	<u>Total New Charges</u>	<u>Balance Due</u>
C- [REDACTED] - H-1B New Employer	1,775.00	1,775.00	0.00	0.00
D- [REDACTED] - H-1B & H-4	1,775.00	1,775.00	0.00	0.00
E- [REDACTED] - H-1B New Employer	1,775.00	1,775.00	0.00	0.00
TOTAL	<u>5,325.00</u>	<u>5,325.00</u>	<u>0.00</u>	<u>0.00</u>

LEGAL FEES (per the attached itemization): \$ 0.00

DISBURSEMENTS (per the attached itemization): \$ 0.00

Balance (current bill) \$ 0.00

TOTAL BALANCE DUE \$ 0.00

PAYMENTS ARE DUE BY THE 20TH OF THE MONTH. PAYMENTS RECEIVED AFTER THE 20TH WILL BE CREDITED IN NEXT CYCLE.

THE IRWIN LAW FIRM
PO BOX 3709
ENGLEWOOD, CO 80155
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS
ATTN: DR. MANUEL MEDRANO
P.O. BOX 230
GALLINA, NM 87017

AUGUST 26, 2013
CLIENT CODE: 1732.C

MATTER: [REDACTED] - H-1B NEW EMPLOYER

PREVIOUS BALANCE DUE	\$ 1,775.00
08/16/13 Payment Received - Thank You	<u>-1,775.00</u>
TOTAL NEW CHARGES	<u>\$ 0.00</u>
 TOTAL AMOUNT DUE	 <u><u>\$ 0.00</u></u>

YOUR ACCOUNT IS PAID IN FULL - THANK YOU

PAYMENTS ARE DUE BY THE 20TH OF THE MONTH. PAYMENTS RECEIVED AFTER
THE 20TH WILL BE CREDITED IN NEXT CYCLE.

THE IRWIN LAW FIRM
PO BOX 3709
ENGLEWOOD, CO 80155
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS
ATTN: DR. MANUEL MEDRANO
P.O. BOX 230
GALLINA, NM 87017

AUGUST 26, 2013
CLIENT CODE: 1732.D

MATTER: [REDACTED] - H-1B & H-4
NEW EMPLOYER

PREVIOUS BALANCE DUE	\$ 1,775.00
08/16/13 Payment Received - Thank You	<u>-1,775.00</u>
TOTAL NEW CHARGES	<u>\$ 0.00</u>
 TOTAL AMOUNT DUE	 <u>\$ 0.00</u>

YOUR ACCOUNT IS PAID IN FULL - THANK YOU

PAYMENTS ARE DUE BY THE 20TH OF THE MONTH. PAYMENTS RECEIVED AFTER
THE 20TH WILL BE CREDITED IN NEXT CYCLE.

THE IRWIN LAW FIRM
PO BOX 3709
ENGLEWOOD, CO 80155
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS
ATTN: DR. MANUEL MEDRANO
P.O. BOX 230
GALLINA, NM 87017

AUGUST 26, 2013
CLIENT CODE: 1732.E

MATTER: [REDACTED] - H-1B NEW EMPLOYER

PREVIOUS BALANCE DUE \$ 1,775.00

08/16/13 Payment Received - Thank You -1,775.00

TOTAL NEW CHARGES \$ 0.00

TOTAL AMOUNT DUE \$ 0.00

YOUR ACCOUNT IS PAID IN FULL - THANK YOU

PAYMENTS ARE DUE BY THE 20TH OF THE MONTH. PAYMENTS RECEIVED AFTER
THE 20TH WILL BE CREDITED IN NEXT CYCLE.

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

The Irwin Law Firm, LLC

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership

☒ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ **C....**

☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

8310 S. Valley Highway, Ste. 300

City, state, and ZIP code

Englewood, CO 80112

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

91 : 2190275

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Todd Fair

Date ▶

12/01/10

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Jemez Mountain School District #53
P.O. BOX 230
GALLINA, NM 87017 0230

SCHOOL WARRANT
Jemez Mountain School
District No. 53
Gallina, NM 87017

Payable Through
WELLS FARGO BANK, N.A.

WARRANT #

011409

11-24/1210

VOID AFTER 1 YEAR FROM DATE

1035

DATE
12/12/2013
CHECK AMOUNT
\$514.81

PAY ***Five Hundred Fourteen and 81/100*** Dollars

TO ROMERO, JUNE
THE 1002 DON FELIPE RD.
ORDER BELEN, NM 87002
OF

Randy Cordova
Emily Vigil

⑈011409⑈ ⑆121000248⑆ 4123108227⑈

Jemez Mountain School District No. 53
Account Payable
Jemez Mountain School District #53

WARRANT #

011409

GALLINA, NM 87017 0230

13649	ROMERO, JUNE	1035	12/12/2013		11409
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount
2014359	2013-2014-009	514.81



TOTAL:

\$514.81

Purchase Order**Jemez Mountain School District #56****No. 2014359**

P.O. BOX 230

GALLINA NM 87002

NET 30 DAYS

Send 2 Copies of Invoices

P.O.# MUST BE ON ALL DOCUMENTS

Mail Invoices to above address

P.O. IS VOID AFTER 30 DAYS

TAX EXEMPT #01-709702-009

P.O. Date: 12/12/2013

Questions ? Manuel Medrano (575) 638-5419

Ext:

Account:

P.O. Issued To :

Ship To:

ROMERO, JUNE
1002 DON FELIPE RD.
BELEN NM 87002

JEMEZ MOUNTAIN SCHOOLS

Attn: MANUEL MEDRANO

P.O. BOX 230

HWY. 96

GALLINA NM 87017

(575) 638-5491

Req# 2014366

Contact:

Location: BUSINESS OFFICE

Phone:

Fax:

Project: UNDEFINED

Reference:

Date Required: 12/27/2013

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1			LEGAL SERVICES FOR CHS	11000.2300.53413.0000.056000.0000 LEGAL	514.81	514.81	0.00	0.00

12/12/13

APPROVAL SIGNATURES:

Randy Cordova
Emily Vigil

Sub-Total: 514.81

Freight: 0.00

Tax: 0.00

Total Amount: 514.81

NOTES:

TAX EXEMPT #01-709702-009

Order Via:

Fax

FILE COPY

Thursday, December 12, 2013

Page

1 of 1

JEMEZ MOUNTAIN SCHOOLS REQUISITION FORM 2013-2014

C/D DATE STAMP & Initial

Site Sect'y Initial

Requisition Tracking No. _____

Typed Requisitions Only!!

SECTION 1

DATE PREPARED BY REQUESTOR: 12/9/2013

FUND NAME: _____

FUND CODE: _____

FUNCTION CODE (check one):

☐ 1000 - INSTRUCTION
List optional Code: _____

☐ 2100 - SUPPORT SERVICES STUDENTS
List optional Code: _____

☒ 2200 - SUPPORT SERVICES INSTRUCTION
List optional Code: _____

☐ 2300 - SUPPORT SERVICES General Administration
List optional Code: _____

☐ 2400 - SUPPORT SCHOOL ADMINISTRATION
List optional Code: _____

☐ 2500 - CENTRAL SERVICES (Use Optional Code)
List optional Code: _____

☐ 2600 - OPERATION AND MAINTENANCE OF PLANT
List optional Code: _____

☐ 2700 - STUDENT TRANSPORTATION
List optional Code: _____

☐ 3100 - FOOD SERVICE OR COMMUNITY OPERATIONS
List optional Code: _____

☐ 4000 - CAPITAL OUTLAY (Use Optional Code) _____

SECTION 2

SCHOOL OR DEPARTMENT:
Jemez Mountain School District

REQUESTED BY:
Dr. Manuel Medrano

NAME OF VENDOR:
June Romero

VENDOR CONTACT:
June Romero

VENDOR PHONE NUMBER: _____ **VENDOR FAX NUMBER:** _____

ENTER VENDOR ADDRESS
June Romero
1002 Don Felipe Rd.
Belen, NM 87002
june.romero@yahoo.com

SECTION 4

PROGRAM CODE (Check One):

☐ 1010 - Regular Education ☐ 4010 - Bilingual Programs

☐ 1020 - Elementary Fine Arts ☐ 4020 - Alternative and At-Risk Programs

☐ 2000 - Special Programs ☐ 9000 - Co-Curricular and Extra-Curricular Activities

☐ 3000 - Vocational and Technical Programs ☐ 0000 - No Program Code

SECTION 3 (Business Office Use)

OBJECT CODE	LOCATION CODE

SECTION 5

EXTRA CURRICULAR

CLASS: _____

ACTIVITY: _____

ATTACH ADDITIONAL INFORMATION OR WRITTEN ESTIMATES, AS NECESSARY

SECTION 6

Quantity	Order Number	Description of Item (Be Specific in Name, Model No, etc)	Unit Price	Total Price
1		Education Services-Jemez Mountain Schools Hearing	\$483.96	\$483.96
1		Plus Gross Receipts @ 6.375	\$30.85	\$30.85
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
NOTE: Shipping & Handling or NO Shipping Charges (Required!!)				\$0.00
			PAGE SUBTOTAL	\$514.81

SECTION 7

SHIP TO INFORMATION --> _____ **TOTAL ORDER** _____

EXPLANATION OF PURCHASE (Explain in detail the program associated with this expenditure and its purpose):

Requestor Signature Charlene Trujillo 12/09/13
DATE

Principal/Supervisor _____
DATE

Business Manager [Signature] 12/12/13
DATE

Superintendent [Signature] 12-12-13
DATE

[illegible]

Typical Quote and Bid Specification Procedures for Obtaining Tangible Goods, Non-Professional Services and Construction

Procedure/Documentation

\$0 - \$1,499	Does not require three price quotes. Requires purchase at best obtainable price.
\$1,500-\$5,000	Requires three (3) oral, telephone or written bids. Bids must be submitted with the requisition.
\$5,001-\$10,000	Requires three (3) written bids. Bids must be submitted with the requisition.
\$10,001 +	Requires competitive sealed proposals pursuant to Chapter 13 of the Procurement Code.
Other	CES/SPD/ OR GSA CONTRACTS; requires district to have a copy of contract on file for auditors inspection. Include contract information.

Exceptions to these procedures may be made by the Superintendent as long as they are in compliance with the NM State Purchasing Act.

EDUCATION SERVICES

June Romero

1002 Don Felipe Rd.
Belén, NM 87002
june.romero@yahoo.com

ATTENTION:

Dr. Manuel Medrano, Superintendent
Jemez Mountain Schools
PO Box 230
Gallina, NM 87017

INVOICE NUMBER: 2013-2014-009

District Hearing Officer

P/O NUMBER: _____

DATE SUBMITTED: December 2, 2013

The undersigned hereby certifies that all services on this invoice have been provided and no payment has been received for these services.

SIGNATURE: _____

June Romero

HEARING DATES AND TIMES	HOURS: Preparation; telephone, etc. conferences; hearing; report/letter; dissemination of hearing information; travel time	CHARGES: @ \$60.00 per hour and postage @\$6.11/Certified mail; .46 regular mail	SUB TOTAL	COMMENTS: School name, etc.
December 2, 2013, 3:00	330 minutes	\$330.00		See attached itemized invoice
December 2, 2013	Postage	\$6.657		
December 2, 2013	Travel	\$146.96		
SUB TOTAL		\$483.96		
GROSS RECEIPTS @ 6.375		\$30.85		
GRAND TOTAL		\$514.81 ✓		

*Approved
J Medrano*

EDUCATION SERVICES

June Romero

**1002 Don Felipe Rd.
Belén, NM 87002
june.romero@yahoo.com**

ITEMIZED INVOICE

JEMEZ MOUNTAIN SCHOOLS

HEARING:

December 2, 2013, 3:00, Coronado High School

1-19-13	15 min	Dr. Manuel Medrano, Supt.	Telephone conference
11-19-13	5 min	Aaron Wolf, Attorney	Telephone conference
11-19-13	5 min	Email to Raul Cervantes	
11-21-13	15 min	Raul Cervantes, Principal	Telephone conference
11-25-13	15 min	Jason and Stephany Madrid, Parents	Telephone conference
11-25-13	15 min	José Sandoval, Attorney	Telephone conference
11-26-13	5 min	Raul Cervantes	Telephone conference
11-26-13	15 min	Aaron Wolf/Raul Cervantes	Telephone conference
12-1, 12-2-13	30 min	Hearing Preparation	Education Services
12-2-13	150 min	3:00-5:30 Hearing	Jemez Mountain Schools, Board Room
12-3-13	60 min	Report/letter preparation	Education Services
SUB TOTAL	330 min @ \$60.00 per minute		\$330.00
POSTAGE	Certified US Mail		\$6.11
	Regular US Mail		.46
TRAVEL	291 miles (round trip Belen, NM to Gallina, NM) @ .505 per mile		\$146.96
<u>TOTAL</u>			<u>\$483.53</u>